



# Clearing Customer Accounts

## Appendix D



## **Manually Clearing Customer Accounts ( Trans. F-32)**

Customers who are invoiced through AASIS have customer accounts. These accounts show the customer's invoices, any credit memos, and customer payments.

These items are open in the customer's account until a match between an invoice and payment is made automatically or manually to clear the items.

Entering the assignment number in the cash journal on the customer receipt line permits automatic clearing of the customer's account in AASIS. AASIS uses that field to match a customer payment against a customer invoice. When a match is made the invoice and payment move into cleared status. When this data does not match, then the payment and invoice remain in open status in the customer's account and must be cleared manually with Transaction F-32.

Steps for Transaction F-32 follow.

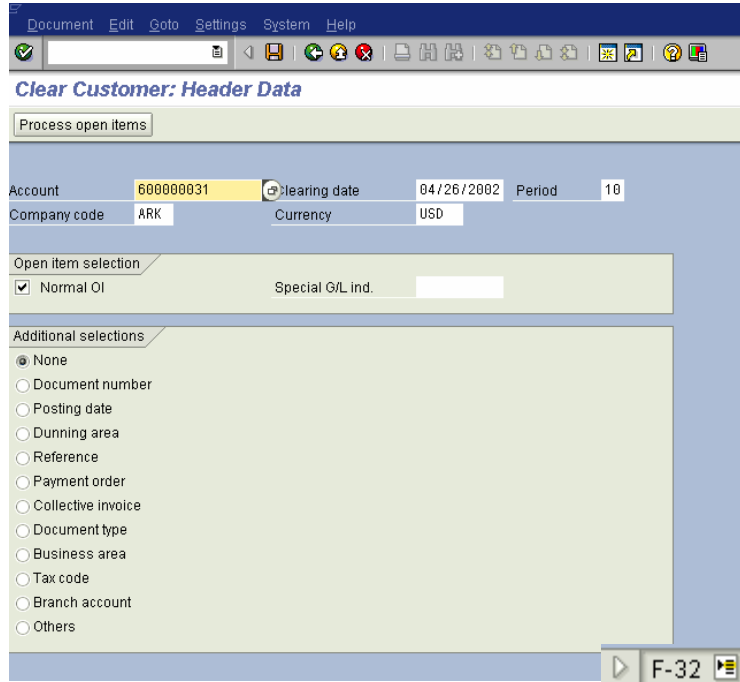


## Manually Clearing Customer Accounts ( Trans. F-32)

St	Assignment	Doc.no.	Ty	Doc. date	S	DD	Amt in loc. cur.	LCurr	Clrng doc.	Text
<input type="checkbox"/>	<input checked="" type="checkbox"/> 18007823	14000961	DZ	03/27/2002		<input checked="" type="checkbox"/>	1,000.00-	USD		4041025000
<input type="checkbox"/>	<input checked="" type="checkbox"/> 18007823	14000973	DZ	04/05/2002		<input checked="" type="checkbox"/>	10.00-	USD		
<input type="checkbox"/>	<input checked="" type="checkbox"/> 18007823	18007823	DR	02/21/2002		<input checked="" type="checkbox"/>	1,000.00	USD		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						10.00-	USD		
** Account 600000031							10.00-	USD		

1. Before clearing a customer's account, the user may wish to view customer invoice(s) and payment(s) that are in open status and require manual clearing using FBL5N. Steps for using FBL5N were covered in Module 5.
2. After determining the offsetting invoice and payment to be cleared, go to transaction F-32.

## Manually Clearing Customer Accounts ( Trans. F-32)



Document Edit Goto Settings System Help

**Clear Customer: Header Data**

Process open items

Account 600000031 Clearing date 04/26/2002 Period 10

Company code ARK Currency USD

Open item selection

☒ Normal OI Special G/L ind.

Additional selections

☒ None

☐ Document number

☐ Posting date

☐ Dunning area

☐ Reference

☐ Payment order

☐ Collective invoice

☐ Document type

☐ Business area

☐ Tax code

☐ Branch account

☐ Others

F-32

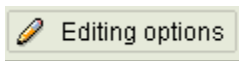
3. In Transaction F-32, enter customer number in Account or use drop-down to look-up customer account.
4. Click on Process open items.

Process open items

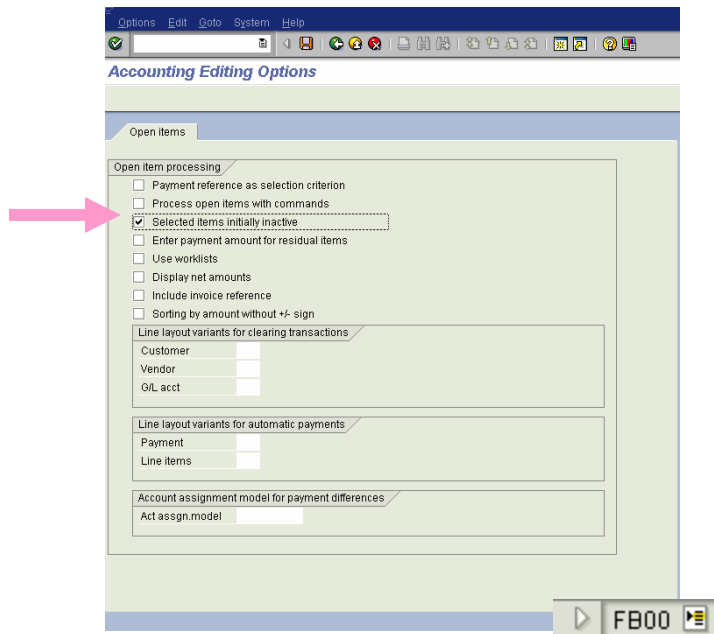
## Manually Clearing Customer Accounts ( Trans. F-32)

[illegible]

5. If all items are initially selected (blue) they may be deselected by clicking on the Editing Options button.



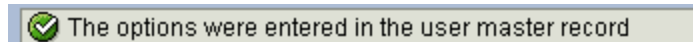
## Manually Clearing Customer Accounts ( Trans. F-32)




6. In Accounting Editing Options, check “Select items Initially inactive”.

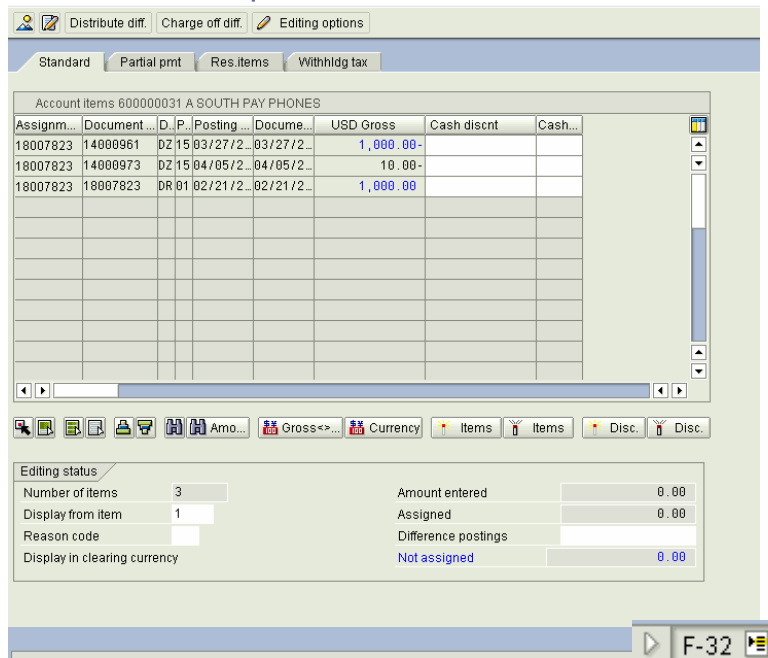
Save this change by clicking on the save icon. 

Message will indicate changes were saved to the user’s master record.



Note: This sets the user default for items to always be initially inactive. These steps will not need to be repeated. Return to F-32 screen with the green back arrow. 

## Manually Clearing Customer Accounts ( Trans. F-32)





Assignm...	Document...	D.P.	Posting...	Docume...	USD Gross	Cash discnt	Cash...
18007823	14000961	DZ 15	03/27/2...	03/27/2...	1,000.00-		
18007823	14000973	DZ 15	04/05/2...	04/05/2...	10.00-		
18007823	18007823	DR 01	02/21/2...	02/21/2...	1,000.00		

Account items 600000031 A SOUTH PAY PHONES

Editing status

Number of items	3	Amount entered	0.00
Display from item	1	Assigned	0.00
Reason code		Difference postings	
Display in clearing currency		Not assigned	0.00

7. Double-click on both offsetting items to select, and ensure that Not Assigned reflects a 0 balance before posting. Items will turn blue when selected.
8. Click on the overview icon  to display offsetting items. Double-click on an item or use Display Document from the menu to see document details.
9. Use back green arrow to return to Process Open Items screen. 

## Manually Clearing Customer Accounts ( Trans. F-32)

[illegible]

10. Click on the save icon.










A message will return that the document was posted.














## Manually Clearing Customer Accounts ( Trans. F-32)

**Customer Line Item Display**

Status:  open  Parked  Cleared  
 Due date:  Overdue  Due  Not due

St	Assignment	Doc. no.	Ty	Doc. date	\$ DD	Amt in loc. cur.	LCurr	Clrng doc.	Text
	18007823	14000973	DZ	04/05/2002		10.00-	USD		
*						10.00-	USD		
	01023980	1023980	AB	02/22/2002		100.00-	USD	1023980	
	01023980	1023980	AB	02/22/2002		100.00	USD	1023980	
	2001	14000957	DZ	02/22/2002		100.00-	USD	1023980	
	2001	18007824	DR	02/22/2002		100.00	USD	1023980	Agency Accounts Receivable
	01024153	1024153	AB	04/26/2002		1,000.00-	USD	1024153	
	01024153	1024153	AB	04/26/2002		1,000.00	USD	1024153	
	18007823	14000961	DZ	03/27/2002		1,000.00-	USD	1024153	4041025000
	18007823	18007823	DR	02/21/2002		1,000.00	USD	1024153	
	14000964	14000964	DZ	04/02/2002		4,810.00-	USD	14000964	
	14000964	14000964	DZ	04/02/2002		15.00-	USD	14000964	
	18007884	14000964	DR	03/26/2002		4,810.00	USD	14000964	Agency Accounts Receivable
	233	18001141	DR	07/30/2001		14.00	USD	14000964	Annual Assessments
	50733	18000071	DR	10/31/2000		1.00	USD	14000964	Annual Assessments
*						0.00	USD		
**	Account 600000031					10.00-	USD		

 FBL5N 

10. Return to Transaction FBL5N to view the items in cleared status.